

GST Amendment:

How to Modify GST Registration Details?

What is a GST Amendment?

A GST amendment refers to the process of updating or modifying information in the GST registration details. Any changes in the registered business details must be reported to the GST department within 15 days of the change to ensure compliance.

Why is GST Amendment Important?

- Keeps business information updated and legally valid.
- Ensures smooth GST return filing without discrepancies.
- Prevents penalties for incorrect or outdated details.
- Helps avoid GST registration cancellation due to incorrect data.

Types of GST Amendments

- 1 ☒ Core Field Amendments (Approval Required)
- 2 ☐ Non-Core Field Amendments (Auto-Approval)
- 3 ☐ PAN & State Amendment (New Registration Required)

Step-by-Step Process for GST Amendment

- Step 1: Log in to the GST Portal
- Step 2: Navigate to Amendment Section
- Step 3: Select the Amendment Type
- Step 4: Update the Necessary Details
- Step 5: Submit the Application
- Step 6: GST Officer Review & Approval (for Core Fields)

Documents Required for GST Amendment

- For Business Name Change: Incorporation certificate, PAN, Board resolution.
- For Address Change: Rent agreement, electricity bill, NOC from landlord.
- For Partner/Director Change: Board resolution, updated MOA/AOA.
- For Bank Account Update: Canceled cheque, bank statement.

Common Mistakes to Avoid

- Delaying amendments beyond 15 days, which may lead to penalties.
- Providing incorrect or incomplete supporting documents.
- Not updating changes in invoices and GST returns, leading to mismatches.
- Not checking officer approval status for core field amendments.

Conclusion

GST amendment is a crucial compliance requirement for businesses to keep their registration details up to date. Whether it's a business name change, address modification, or partner/director update, following the correct amendment process helps avoid legal and operational issues.

Need Help with GST Amendments?

Our **GST experts** assist businesses in updating their GST details **quickly and hassle-free**.
Contact us today! □